



**Recreation Coordinator:
Tiny Tot Pre-School Instructor**
Part-Time: 22.5 hrs/wk
\$15.52/hr



THE POSITION:

Under general supervision of the Recreation Supervisor, the Tiny Tot Instructor is responsible for planning, organizing, and directing the District's Tiny Tot program (preschool activities) for children 3-5 years of age.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Creates lesson plans for the daily preschool program.
- Supervises and directs the Tiny Tot Assistant and/or parent-volunteers.
- Supervises and instructs preschool aged children.
- Observes District's safety and other policies and procedures.
- Inspects and prepares classroom and playground for daily activities; reports any deficiencies or hazards.
- Procures necessary supplies.
- Maintains records of all necessary participation forms, such as health, immunization, emergency contacts, etc.
- Prepares monthly parent participation calendar.
- Attends staff meetings, training sessions, workshops, etc.
- Administers basic first aid.
- Requires regular, predictable attendance.
- Other related duties may also be performed.

QUALIFICATIONS

Knowledge of:

- Preschool teaching techniques and methods
- Modern methods, techniques and procedures used in planning, implementing, and evaluating programs suited to the needs of the community.
- Youth development principles and recreation planning
- Safety practices and procedures.
- Basic supervisory principles.

Skill in:

- Planning and implementing preschool age appropriate activities.
- Communicating clearly and concisely, both orally and in writing.
- Record keeping

Ability to:

- Establish and maintain cooperative relationships with the general public, local agencies, and those contacted in the course of work.
- Assist in making decisions in accordance with laws, regulations, and policies.

EXPERIENCE AND EDUCATION

A minimum of two (2) years of college credits, including 21 units of Early Childhood Education, are recommended. One (1) year experience working with preschool age children, preferably in a supervisory role, is desirable.

SPECIAL QUALIFICATIONS

- Possession of a valid California Class C Driver's License
- Possession of current CPR and First Aid Certificates or willingness to obtain one within 60 days of employment

APPLICATION AND SELECTION PROCESS:

Obtain a District application and questionnaire from our website: www.carmichaelpark.com or in person at 5750 Grant Avenue, Carmichael CA.

Applicant must submit a District application, questionnaire, and Resume to be considered.

Please mail or drop off to above address.

Employment offer is contingent on selected applicant passing a pre-employment alcohol/drug screening, fingerprint background check and TB tests.

Application Deadline: July 14, 2017